

# Bethel Christian Academy Parent & Student Handbook



## **Bethel Christian Academy Campus**

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## OVERVIEW

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### **Brief History of Bethel Christian Academy**

In 1981, the school buses rolled by the homes of 30 students as they waited for the school year to begin at Bethel Christian School. It was not an easy thing for the parents of these children, for at that time there were no other Christian schools in the area. The Lord had intensified in the hearts of the parents at Bethel Fellowship to train up their children in the nurture and admonition of the Lord and subsequently, they became pioneers of Christian education in this area.

Our school opened with grades one through twelve utilizing Accelerated Christian Education (A.C.E.) curriculum. Each student worked in their own cubicle, called an office and all twelve grades worked in the same classroom or learning center. One teacher/supervisor and several volunteer monitors ran the learning center. In 1984, a kindergarten program was added to the school and in 2000 a preschool program was added.

For the next few years the school population grew steadily, however, on December 5, 1983 an arsonist burned the building that housed the school and church. A new facility was miraculously built in 17 days and school resumed on January 2, 1984. A multi-purpose building was built and completed in the spring of 1986 that served as a gym and church.

In the late 80's the curriculum was expanded to include A Beka, Bob Jones, and Alpha Omega curriculum. By that time the learning centers were divided into six separate learning centers with many of the classes separated by individual grades having a traditional classroom setting.

In 2000 the school's name was changed to Bethel Christian Academy with a new vision for excellence. A former graduate became the principal, one of the many alumni with success stories to share. The BCA staff has received thanks many times for their dedication to Christian education and contributions to their students' success.

The facility has had several additions and expansions. In 2004, we built a new facility but only the high school classroom was completed for use that year. In 2005 the facility was furnished to the point that we were able to accommodate grades 1-12.

### **Preface**

In the age in which we live, the lines between a child of God which is truly "a learner" of Christ and those of the world and religionists are becoming increasingly sharper everyday. As a result, the pressures continue to intensify upon the Christian family and every aspect of America that is Christian.

This is not the time for compromise or lowering standards; it is a time for evaluating our traditions, customs and general behavior and see them for what they are. For the child of God, the ultimate STANDARD against which all these must be compared is the written, revealed WORD OF GOD; the Holy Bible.

As always, the great need of the believer today is to WALK BY THE SPIRIT. The Lord declares that this will be completely within the framework of the desire, will and resources of Jesus Himself: "for He (the Spirit) will take of mine (Jesus) and declare it unto you..." Paul reinforces this in his admonition concerning the last days in II Timothy 3 and 4. The Spirit of God is capable of making practical the life of Jesus in every detail of the believer's life regardless of pressure or age.

Paul also admonishes that we not give in to fables, but that we experience (speak) the truth in season and out of season. Fashions, fads, customs and traditions change, but not the truth. Even in the Christian walk we must see beyond the traditions, regulations and customs and we must grasp the truths with which they are associated. (Example: Speaking truth is more than not lying; modesty involves more than the proper dress length or kind of trousers worn.)

We present the following regulations as within the principles put forth in the Word of God. These are not for the sake of establishing standards to determine the “spirituality” of anyone. They are presented for the purpose of establishing order and decency. Order and decency are not only desired, but also expected of a school society that wears the name of Christ. They are in no way the final word on Christian standards-God’s Word is.

"YE SHALL BE HOLY, (SET APART), FOR I AM HOLY (SET APART)" SAITH THE LORD.

### **About Us**

Bethel Christian Academy is not a substitute for the Christian home, Christian parents or congregational activity, but is a supplement. It is not a correctional institution and cannot keep students or parents from suffering the consequences of neglect, waste or sin of earlier years or of current years. It is not a magic solution to the problems of youth.

Bethel Christian Academy is founded upon the fact that the "chief part of knowledge (and wisdom) is the fear of Jehovah" (Proverbs 1:7, marginal.) It is dedicated to presenting every subject in the light of the reality of God and the revelation of himself to man in the Word of God, the Bible, and to specific teachings of the Bible. The staff is composed of Christians who are dedicated to serving God and youth.

Accreditation by a state government is an administrative mechanism designed to attain uniform education for all children in government schools. It was established to cause local public school districts to meet minimum academic and facility standards in their respective schools. Accreditors, therefore, investigate and approve (or disapprove) facilities and curricula of institutions in their charge according to criteria developed by secular educationists who may or may not maintain a Christian worldview.

Accreditation of a private Christian Academy is not required for a graduate of that school to enroll in a college or university. Registrars of such institutions are more interested in the academic merits attained by applicants; thus they evaluate aptitude of candidates based on nationally recognized standardized tests.

This Academy does not seek accreditation from any outside educational reference, nor do we require certification for our professional educators. We do, however, endeavor to provide the highest possible academic excellence.

It is our responsibility to obey the Scripture in its clear command to train up our children in the nurture and admonition of the Lord. It is not necessary to ask permission of the state to carry out God’s mandates.

### **Statement of Purpose**

The objective in having a Christian Academy is to obey the scriptural imperatives of Deuteronomy 6:5-7a,

*“...love the LORD thy GOD with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children...”*

And that of Proverbs 22:6

*“Train up a child in the way he should go...”*

Teaching is training. Training for life must include training for eternity.

This Christian Academy is an extension of the Christian home, training children in a Christian environment for time and eternity. The Academy staff works closely with the parents to train the child in every good way.

The objective of this institution is to motivate each student to strive for academic excellence, to study and learn the material set before them; and to uphold the high principles of Christian leadership, individual responsibility, self-discipline, personal integrity and good citizenship. **A student is expected to maintain these standards at all times and all places.** BCA students are to be a light unto the rest of the world (Matthew 5:16). Any student not upholding standards of morality and Christian behavior is subject to dismissal. This Academy stands without apology for the Gospel Truth and the highest standards of morality and Christian behavior.

Attendance at this academy is a privilege, not a “right.”

### **Mission Statement**

Provide a Christ-centered, world-class education to prepare our students for future success.

### **Vision Statement**

Develop highly educated, self-disciplined world leaders with an unwavering love for Christ.

### **Goals**

1. Enhance student learning and performance for all students.
2. Promote academic excellence.
3. Provide a choice of Christian educational opportunities for the community.

### **Core Values**

These are the uncompromising values Bethel Christian Academy embraces: Principles that drive daily behavior and decision making of every staff member in the glorification of the God of Abraham, Isaac and Jacob and His son Christ Jesus.

1. Integrity first.
2. Service before self.
3. Excellence in all we do.

### **School Mascot**

Bethel Flames

### **School Colors**

Blue and White (*Google font; #0f11b9*)

### **Pledges**

#### ***Pledge to the American Flag***

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

#### ***Pledge to the Christian Flag***

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

***Pledge to the Holy Bible***

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its Words in my heart that I might not sin against God.

**Statement of Faith**

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. One God, the eternally existing Father, Son, and Holy Ghost, who created man by a direct, immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miraculous works, vicarious death, bodily resurrection, ascension into Heaven and second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Ghost on the basis of grace through faith alone and the resurrection of both the just and the unjust, the just to eternal life, the unjust to eternal damnation and
5. The spiritual relationship of all believers in Jesus Christ, living righteously unto good works, separated from the world and witnessing the saving grace of God by the ministry of the Holy Ghost.

**School Governance**

All matters concerning the achievement of the purpose, objectives and the keeping of the faith of Bethel Christian Academy will be the responsibility of a self-perpetuating Board of Elders. The members of the Board of Elders are given the responsibility for the establishment, guidance and spiritual headship in the operation of the school. It is the responsibility of the Board to be spiritual leaders, to seek God's will and direction for the school and to take responsibility for preservation and restoration of right relations, primarily our relations with God.

The Board of Elders is the policy setting body of the school, with the Principal having the responsibility for the implementation of board policy. Contact the Principal's Office for more information regarding the Board of Elders.

## **ADMISSION INFORMATION**

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**Admission Process**

1. Applicants seeking admission to Bethel Christian Academy should call the school and request an application packet.
2. Parents/guardians must complete and return all application forms.
3. Student and parent must attend an admission interview.
4. Students may be tested to determine the proper placement.
5. All entry fees must be paid.
6. Students will be admitted as room is available and upon having met all admission requirements.
7. Students expelled by other schools are not normally admitted.
8. Applicants who are married, divorced, pregnant or have children are not eligible for admission. These conditions will also terminate the enrollment status of current students. The principal will determine the termination date.
9. Any falsification of admittance papers could cause termination of enrollment.

## **Church Attendance**

Regular attendance at your home church services (Wednesdays or Sundays) is **REQUIRED**. Regular attendance at a Sunday school is recommended.

*Proverbs 22:6 Train up a child in the way he should go, and when he is old, he will not depart from it.*

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## **FINANCIAL INFORMATION**

### **Tuition and Fee Policy**

**Registration Fee:** Registration fees of \$25.00 per student are due upon enrollment. This fee is non-refundable. A student is not fully enrolled until these fees are paid.

**Tuition:** Tuition may be paid in full up front or paid on a monthly basis. Since tuition amounts and payment dates are subject to yearly changes, parents should refer to the information given in the application packet.

**Book Fees:** All book fees are the responsibility of the parents. Book fees are due at the beginning of each nine-week period. Fee and payment schedules will be given upon final acceptance to BCA.

**Past Due Tuition and Fees:** The following are the policies of BCA pertaining to tuition or fees due at the end of the school year.

**Continuing Students:** All past due fees must be paid by July 1 - to eliminate the possibility of enrollment being terminated. Once all past due fees are brought current, parents may begin a new enrollment process.

During the school year BCA reserves the right to withhold issuing new PACEs to students whose book fees are in arrears until the past due amount is brought current.

**Transferring Students:** BCA does not release transcripts to other schools until all fees are paid in full.

**Graduating Students:** Seniors will not receive a signed diploma nor will transcripts be released to colleges until all fees are paid in full.

### **School Supplies**

A list of required supplies will be given to each student when they enroll. It is the parent's responsibility to see that their children have an adequate supply of all items required, both at school and as needed at home.

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## **ACADEMIC INFORMATION**

### **Report Cards**

Progress reports are issued every three weeks for grades 1-12. Kindergarten reports are issued every nine-week period. The progress report must be signed by one parent or legal guardian and returned the following day to the homeroom teacher. The parents' signature indicates that they have seen the progress report, but does not necessarily indicate their satisfaction or approval of the work done. Report cards are sent



out at the end of each nine weeks. A \$5.00 fee is charged for lost progress reports. This will be added to your book bill.

### **Honors Program**

Each quarter all students who have maintained an A or B average in each subject will receive recognition as an Honor Roll Student. Graduating seniors with a GPA of 3.50 or above are awarded an honor cord to be worn during graduation ceremonies.

#### **General Honors / Recognition Category Requirements:**

Honor Roll	84.5% or higher
Honor Roll; All A's	92.5% or higher
Iowa Assessment	90% cumulative total or higher
Dean's List	3.5 GPA or higher
Cum Laude	3.5 - 3.7 GPA
Magna Cum Laude	3.8 - 3.9 GPA
Summa Cum Laude	4.0+ GPA
Valedictorian	The senior with the highest GPA (3.5 GPA or higher)

#### **President's Educational Excellence Award Requirements:**

##### **Eligible Students:**

- Students completing 4th grade (Elementary School).
- Students completing 8th grade (Middle School).
- Students completing 12th grade (High School).

##### **Grade Requirements:**

- 90% or higher overall grade

##### **Additional Requirements:**

- 90% or higher cumulative total on the Iowa Assessment.  
or
- SAT / ACT: Outstanding achievement as recognized by the dean of academics.

##### **Selection Process:**

- A comprehensive records review will be completed each July, upon receipt of the Iowa Assessment results, SAT/ACT results and final percentage grade to select eligible candidates.

### **Grade Scale**

Each student is directly accountable to God Himself for his studies: "Study to show thyself approved unto God..." II Timothy 2:15. The marking system of the school represents the teacher's evaluation of the progress of the student. Passing work does not always indicate God's approval for, "to whom much is given, of him much shall be required."

A.C.E. classes - Due to the mastery based learning system, any student with a PACE score below 80% will have to repeat the PACE.

Non-A.C.E. classes - Letter grades are given on report cards for all subjects in grades 1-12. These are the letter grades with their percentage equivalents:

A+ 99-100%  
 A 95-98%  
 A- 93-94%

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 B+ 91-92%  
 B 87-90%  
 B- 85-86%

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 C+ 83-84%  
 C 79-82%  
 C- 77-78%

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 D+ 75-76%  
 D 72-74%  
 D- 70-71%

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 F 0-69%

### **Graduation Requirements**

Bethel Christian Academy, in accordance with Accelerated Christian Education (A.C.E.), adheres to these requirements for each of the following high school diplomas:

General Education Diploma	23 credits
Vocational Diploma	23 credits
College Preparatory Diploma	25 credits and 2 completed research projects
Honors Diploma	27 credits and 2 completed research projects

The credits listed here include the following minimum requirements established by A.C.E:

Bible	2 credits
English	4 credits
Math	3 credits
Science	3 credits
Humanities	1 credit
U.S. History	1 credit
World History	1 credit
Health	0.5 credit
Physical Education	0.5 credit
Computer Keyboarding	1 credit
Music	0.5 credit
Public Speaking	0.5 credit

The administration reserves the right to award certificates instead of diplomas in certain cases.

### ***Early Graduation***

Students pursuing permission for early graduation shall adhere to the following guidelines.

1. The student must be seeking a College Preparatory or Honors Diploma.
2. Grade Point Average (GPA) must be 3.0 at the time of application for early graduation.
3. A letter of application must be written by the student citing reason(s) for early graduation.
4. A letter of approval for early graduation must be obtained from the parent or guardian and kept on file.
5. Candidates must meet with the principal, meet all the criteria listed above and have the approval of the principal to receive eligibility for early graduation.

## **Promotion**

A student must complete 12 PACEs per subject (approximately 5-6 subjects) each school year to be promoted to the next grade level. If a student completes the required number of PACEs prior to the end of the school year, he/she will be given PACEs to start the next grade level. A student who has not completed 12 PACEs per subject, or who is behind in his/her grade level will be encouraged to attend summer school if they wish to progress to the next grade level or graduate.

## **Academic Balance**

The A.C.E. system allows for a student to work at his/her own pace. Some students progress slower than others, but most will need to complete twenty (20) pages per day to maintain academic balance. Students, therefore, need to set their goals to do four (4) pages daily in each core subject in order to be in academic balance. In doing so, they will complete three (3) PACEs each quarter in English, Science, Social Studies, Literature and Word Building. Students who fail to complete their work (daily goals) during the school day, will need to take the work home to finish as homework. With the exception of math, homework will not be assigned as long as students complete their twenty pages during the school day. It is important to note that a student may reflect a passing grade, yet be behind in their coursework. When students lag behind, continually setting lower goals, they will have to attend summer school to catch up with their peers and be ready for the next school year. High school students who are behind academically run the risk of not graduating on time. In addition, those students who desire to participate in athletic programs must remain in academic balance in order to be eligible to play or practice.

Sophomore, Junior and Senior high school students must have attained the following:

10 <sup>th</sup> grade	6 credits	1 – English, 1 – Math & 1 – Science
11 <sup>th</sup> grade	11 credits	2 – English, 2 – Math & 2 – Science
12 <sup>th</sup> grade	17 credits	3 – English, 3 – Math & 2 – Science

## **Dual Credit Program**

Student's who wish to participate in the dual credit program must adhere to the following. Students who fail to adhere to these guidelines will lose the privilege to attend college level classes.

1. The student's schedule must be approved by the highschool academic dean and the principal.
2. Students will require a note from their instructor if they are held over for extra credit, testing, etc.
3. The student's daily arrival time to BCA will be approved by the principal, adhered to and closely monitored.
4. Students must maintain a "C" average or higher in each course to maintain dual credit enrollment.
5. Dropping or adding a dual credit class must be approved by the highschool academic dean as well as the principal.

## **Standardized Testing Program**

Our testing platform is designed to help answer three questions:

1. What kind of work is the student capable of doing?
2. How far has he/she progressed in the process of learning?
3. How well do our teachers facilitate learning?

In order to acquire this information, we use a standardized test for grades K-11 on an annual basis. “Standardized” means that the tests have been utilized in many schools nationwide and provide a comparison of our students with other pupils in a variety of schools. Test results are conducive in the development of the student’s academic roadmap as he/she advances in grade level and prepares for college.

All seniors are required to take the ACT or SAT.

### **Summer School**

We cannot force your child to attend summer school. However, in many cases, their dean will recommend that they attend. They should attend summer school if they are behind in their grade level, or if they have not completed 12 PACEs in all of their core subjects by the end of the school year if they desire to progress to the next grade level or graduate. We highly encourage parents to actively monitor their child’s academic progress and ensure they have successfully completed all requirements for each school year to avert grade level stagnation or recycling.

## **GENERAL INFORMATION**

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### **School Hours**

Bethel Christian Academy operates on a four-day week, Tuesday through Friday, 8:00 a.m. to 4:00 p.m. The transportation of students to and from the academy is the responsibility of the parents. By no means shall the academy be obligated to provide transportation to any student at any time. Parents are encouraged to combine resources among themselves to lessen their transportation expenses.

Morning arrival for Bethel Christian Academy students should be no earlier than 7:45 a.m. The academy will not be responsible for the security of any student on the grounds prior to this time.

School is dismissed at 3:50 p.m. Parents need to be sure their students are picked up on time. All students must be off campus by 4:15 p.m. except those staying for supervised BCA activities (i.e., sports practices, games, cheerleading, club events, etc.). Students not involved in such activities need to leave the school grounds. The academy cannot be responsible for supervision of any student after 4:15 p.m. Parents, should an unforeseen circumstance prevent you from being here on time, please call the school to let us know you will be late.

***Do not drop off your child at any time and leave them unattended.***

### **Picking Up a Student from School**

Please observe the planned route of entry. As you enter campus you will circle in a clockwise pattern, driving under the portico at the church and toward the school where you will wait for your child. Do not pull directly into the drive by the school door (you will be blocking the flow of traffic, nor park immediately by the door where our schools van parks to load and unload children. You may park in the graveled area.

### **Early Pick-up**

Parents who pick up their children during the school day must check in with the principal’s office to sign their student out. Any person sent to pick up a student must first be listed on that students’ admission forms and be ready to present identification (driver’s license). Students may be counted tardy or absent for leaving school early without having prior permission from the principal. Juniors and Seniors who maintain a job will not be

penalized for early departure if they provide the principal's office with an authorized work schedule and remain in academic balance.

Academy closings or dismissals due to severe weather warning or calamity will be announced on our Facebook and WBF1 Radio 91.5. School closings will also be announced on Facebook. Students will be released when parents arrive.

### ***Daily End-of-Day Pick-up***

To streamline the process, parents arriving to pick up their child should remain in their car and upon identification by a teacher, they will call for their children to be dismissed. Persons unknown to Bethel staff need to report to the principal's office to pick up a child and must be able to present identification. To prevent emergency exit congestion, we ask that parents not stand in the hallway to wait for their child.

### **Attendance**

A student will be recorded "tardy" if he/she is not in his/her assigned seat when the tardy bell rings at 8:00a.m. Habitual tardiness and/or absences will necessitate a parental conference with the principal.

Excessive absences could inhibit a students' academic progress. A student missing more than ten (10) days may risk not being promoted. The academy office will evaluate such cases to determine reasons for absence. Extreme cases of truancy may be referred to the county truancy officer.

Good attendance is of extreme importance. Any student who accumulates more than ten (10) unapproved absences must make up the days in summer school. Parents will pay the daily standard summer school fee plus cost of materials for each day their child must make up. Students may not be allowed to re-enroll for the fall term until all make-up days are complete.

Excused absences will be only those due to illness, death in the family, absences due to official school activities, or those having been previously been approved by the principal. Doctor and dental visits and all other appointments must be scheduled on non-school days or after school is dismissed. If an absence is foreseeable, the courtesy of a note ahead of time is requested. Parents/guardians should notify the school office by 9:00a.m. that their child will not be in attendance. Upon returning their child to school, parents must furnish a written, signed note from their doctor, dentist, etc., citing the reason for the absence. Any absence not accompanied by an authorized note will be considered unexcused. Students are responsible to make up any work missed due to their absence. Notes from parents do not constitute an excused absence.

### **Student Drivers**

Students having a valid Kentucky driver's license are permitted to drive to school as long as they drive safely arriving and departing from BCA campus. Student drivers may not loiter in their cars while on campus or frequent their car during the school day without permission. Students who choose to drive irresponsibly (i.e. improper takeoff or stopping, revving the engine, speeding, etc.) may lose permission to drive on campus.

### **Telephone Usage**

Students may use the telephone in the school office only for emergencies. They may not receive incoming calls except from their parents. Cellular phones are only permitted on a case by case basis.

### **Campus Visitors**

Parents and adult visitors are welcome to visit anytime, but must first check in with the principal's office to let school staff know they are present.

## STUDENT ILLNESS / MEDICATIONS

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### Sick Student Policy

Parents are requested to keep their children home from school if they:

- Are feverish (temp over 100)
- Experiencing vomiting or diarrhea
- Have a severe sore throat
- Having trouble breathing
- Have any highly contagious condition such as pinkeye, rash or head lice

If your child is home sick for the day, please inform the school office by 9:00 a.m. If your child has come to school and becomes sick parents will be notified to retrieve their child.

### Medications

No student should ever be in possession of over the counter (OTC) medications or prescription (RX) medication on the campus of Bethel Christian Academy. **Students are to NEVER give another student medication for any reason.** Should a child need medication they need to go to the principal's office. The admission medical form completed by the parent/guardian will grant BCA authority to provide OTC medications to their child for an occasional headache, etc.

Any medications provided by parents to be administered to their child must be in the original OTC or RX container. If a doctor prescribes the medication, it must be in the original bottle/container containing the RX instructions from the doctor. It will not be administered other than exactly as prescribed by the doctor.

Please, let the principal or secretary in the principal's office know if your child is on a routine medication that is to be taken during the school day. These medicines will need to be turned into the school office and be administered by someone from that office.

***NO OTC medications will be dispensed the first or last period of the school day.***

## DRESS CODE

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We are a Christian school and our appearance should be such as to bring respect and honor to each individual and should always be in good taste. Scriptures admonish us to, "Let your moderation be known to all men" (Phil. 4:5). Bethel Christian Academy, therefore, has set forth the following modest dress code for all students.

### General Rules

1. Parents are ultimately responsible to ensure their child is in compliance with BCA's dress code. We desire and expect their assistance in this matter. Students arriving at school improperly attired may be subject to discipline and/or sent home to change clothing.
2. BCA students must be modestly attired while on Bethel's campus at all times, to include non-school hours, athletic practice, while attending ballgames or for any school function. The same modesty of

dress is expected whenever our students accompany BCA athletic teams to other schools or when they attend any events as representatives of Bethel Christian Academy.

3. Clothing with words, pictures, advertisements or inappropriate material that could cause others to stumble (allusions to drugs, alcoholic beverages, tobacco, violence, sexually suggestive material, secular rock music, non-Christian religious symbolism, etc. are unauthorized.

## **Hair**

### ***All Students –***

1. Hair may not be colored or dyed any unnatural color, streaked, frosted, painted, two-toned or highlighted any unnatural color.
2. Hair is not to be cut in any unorthodox fashion, such as shaved markings (including eyebrows), portions of the head shaved, mullets, mohawks, dreadlocks or etched design.

### ***Girls –***

1. All girls' hair should be neat, trimmed, combed and respectable.
2. Hair hanging over the eyes is not acceptable.
3. Hair will not exceed 3 ½ inches in maximum bulk, regardless of length.

### ***Boys –***

1. Hair will not exceed 1 ¼ inches in maximum bulk, regardless of length.
2. Hair should be no longer than mid-ear and should be off the collar in the back.
3. Hair in front should not hang below the eyebrows.
4. All boys' hair should be neat, trimmed, combed and respectable.
5. Hair accessories are unauthorized.
6. Facial hair must be neat, well groomed and not exceed ½ inches in length.
7. Sideburns will be straight and even width and will not extend below the bottom of the ear opening. Sideburns will end in a clean-shaven horizontal line.
8. Mustaches will be conservative and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

## **Shirts**

### ***All Students –***

1. May wear a collared long or short sleeve shirt with stripes, solid or plaid patterns, but it must be buttoned at all times.
2. Early Learning Center Students Only: Patterns such as hearts, stars, flowers, etc. will be allowed on student attire. However, patterns must be of good taste and are subject to staff approval.
3. May wear a solid or striped long or short sleeve colored shirt such as Henley's or V-necks, but no plain white t-shirts or knits/crochets with large holes.
4. Shirts are not required to be tucked in.
5. Small logos or emblems on the corner of the shirt are authorized.
6. BCA, KCAA and RRYR/D lettering is authorized.
7. May not wear sleeveless shirts or tank tops.
8. Tight fitting shirts are unauthorized.
9. Shirts with holes, patches, tears or frays are unauthorized.
10. Shirts will not be worn inside out.
11. Loungewear or pajamas are unauthorized.

### ***Girls –***

1. Shirts and/or tops must not be cut too low or reveal skin.
2. Tight tops that cup under or conform under the breast are not authorized.
3. Shirts must be of a thick enough material so as to not reveal the undergarments worn.

4. No dark undergarments may be worn under light colored tops or pants.
5. Sports bras or undergarments should be completely covered at all times.
6. Polyester or spandex materials are unauthorized.
7. Spaghetti straps and tube tops are unauthorized.

### **Boys –**

1. Shirts must be worn at all times.

### **Pants**

#### ***All Students –***

1. Jeans, khakis and joggers of a khaki material are authorized.
2. Small logos or emblems are authorized.
3. BCA, KCAA and RRYR/D lettering is authorized.
4. Writing is unauthorized, except for BCA lettering.
5. Pants must be full length, hemmed and not long enough to step on while walking.
6. Overalls are unauthorized.
7. Pants may not drag the ground or sag.
8. Tight fitting pants are unauthorized.
9. Pants with holes, patches, tears or frays are unauthorized.
10. Pants will not be worn inside out.
11. Loungewear, sweatpants or pajamas are unauthorized.
12. Sweatpants are authorized for athletic practices and events.

### **Girls –**

1. Skirts, Skorts & Jumpers must be mid-knee or lower.
2. Slits in skirts must likewise not extend above mid-knee.
3. Safety pinning skirt slits is not acceptable.

### **Boys –**

1. Pants are to be appropriately sized.
2. Pants must be full length and may not drag the ground.
3. No sagging pants will be allowed.

### **Belts**

1. Belts are optional for all students.
2. Chains and spikes are unauthorized.
3. Small logos or emblems are authorized.
4. BCA and KCAA lettering is authorized..
5. Must be serviceable and in good condition.

### **Shoes**

1. Shoes must be neat, clean and serviceable.
2. Shoes that damage the gym floor are not to be worn (i.e. cleats, high heels, etc.).
3. Shoes must remain on feet at all times and shoestrings must remain tied.
4. Flip-flops are unauthorized.
5. Slides and sandals are authorized.
6. Small logos, emblems or company lettering are authorized.
7. Shoes with wheels are not permitted.



**Headwear**

1. Must be neat, clean and serviceable.
2. All hats are to be removed upon entering any facility.
3. Winter hats are acceptable only during the cold winter months and like other hats must be removed upon entering a building.
4. Bandanas, kerchiefs and head scarves are unauthorized.
5. Sunglasses must be removed upon entering any facility.

**Hoodies / Jackets / Coats**

1. Must be neat, clean and serviceable.
2. Hoodies must be of a solid color.
3. Small logos or emblems on the corner of the hoodie, jacket or coat are authorized.
4. BCA, KCAA and RRYR/D lettering is authorized.
5. May not be worn or tied around the waist.
6. Hoods must be removed upon entering a facility.

**Body Piercings / Tattoos*****All Students -***

1. No body piercing (except for ear rings) may be visible at any time.
2. No body jewelry, such as tongue rings, belly button rings or gauges are to be worn while on the Bethel Campus, or during any school sponsored home or away function.
3. Any pre-existing tattoos must likewise be covered at all times while a student is on the Bethel Campus or at any event representing Bethel Christian Academy.
4. Upon acceptance into BCA, new tattoos are unauthorized.

***Boys -***

1. May not wear earrings, chains or chokers as jewelry.

**Pins / Headbands / Wristbands / Etc.**

1. Lapel or endorsement pins may not be worn by students.
2. Sweatbands and wristbands are not permitted, except during a sporting practice or event.
3. Headbands (cloth or plastic) are authorized.
4. Do-rags & bandanas are unauthorized.

**P.E. Dress Code**

1. A solid color long or short sleeve t-shirt is authorized.
2. Knee length shorts are authorized.

## **STUDENT DISCIPLINE**

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**Overview**

BCA has a commitment to God and parents to maintain high standards and equity for all students. Discipline is therefore necessary for the welfare of the individual student as well as for the entire school. We desire that parents would not only be appreciative of the efforts of our staff, but cooperative as well for the welfare of their child.

Offenses not listed are up to the discretion of the dean of each learning center and/or principal. We know that many situations that occur during the school day require the teacher's appraisal of the situation and it is true

that everyone will not evaluate events the same way. Using the following framework, we strive to maintain a unified progressive approach to discipline.

### **Progressive Discipline**

1. Students are responsible for reading their student handbook and for complying with its contents. When students break school rules, progressive discipline will be administered to correct and avert further infractions. The supervisor will maintain a listing of infractions per student in their respective learning center.
2. Procedures are outlined in the following matrix and will serve as corrective action procedures for the majority of infractions and a guide for those not listed.
3. Whether infractions are listed in the matrix or not, sound judgment may supersede the outlined disciplinary actions and will be evaluated on a case by case basis. However, the disciplinary matrix is the primary course of corrective action.

<b>DISCIPLINE MATRIX</b>			
<b><i>Infraction: Unlawful Behavior</i></b>	<b><i>1st Offense</i></b>	<b><i>2nd Offense</i></b>	<b><i>3rd Offense</i></b>
<b>Illegal Drug Possession or Consumption</b>	To Elders for Possible Expulsion; police notified on grounds	N/A	N/A
<b>Illegal Alcohol Possession or Consumption</b>	To Elders for Possible Expulsion; police notified on grounds	N/A	N/A
<b>Weapon Possession</b>	To Elders for Possible Expulsion; police notified on grounds	N/A	N/A
<b>Indecent Exposure</b>	To Elders for Possible Expulsion	N/A	N/A
<b>Physical Attack or Threat to Staff</b>	To Elders for Possible Expulsion	N/A	N/A
<b>Fighting</b>	1 Week OSS	2 Weeks OSS	To Elders for Possible Expulsion
<b>Theft</b>	1 Week OSS & Restitution	2 Weeks OSS & Restitution	To Elders for Possible Expulsion
<b>Vandalism / Destruction of School Property</b>	1 Week OSS & Restitution	2 Weeks OSS & Restitution	To Elders for Possible Expulsion

<b>Tobacco, Nicotine, Vaping Use or Possession to Include Lighters &amp; Matches</b>	Parents Notified & 1 Week Detention	2 Weeks OSS	To Elders for Possible Expulsion
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<b>DISCIPLINE MATRIX</b>					
<i>Infraction: Defiance of Authority</i>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>
<b>Unauthorized Cell Phone / Electronic Device Usage</b>	Student may pick up in office at end of day	Parent may pick up in office at end of day	Phone not allowed on campus; 1 Week Detention	1 Week OSS	2 Weeks OSS
<b>Cheating (General Coursework) / Plagiarism</b>	Parents Notified, 1 Day Detention & Student Corrects All Errors	PACE Confiscated & New PACE Issued + All PACEs Audited	2 Weeks OSS	To Elders for Possible Expulsion	N/A
<b>Cheating (Test / Quiz)</b>	Parents Notified, 1 Day Detention, New PACE Issued + All PACEs Audited	1 Week Detention + New PACE Issued	2 Weeks OSS & Re-start Course	To Elders for Possible Expulsion	N/A
<b>Class Disruption</b>	1 Detention	1 Day Detention	Parents Notified & 1 Week Detention	1 Week OSS	N/A
<b>Computer Misuse</b>	2 Weeks Exclusion & 1 Day Detention	Parents Notified, Semester Exclusion & 1 Week Detention	Loss of Computer	N/A	N/A
<b>Dress Code Violation</b>	Opportunity to Change or Remain in Office Until Parents Bring Clothes	Opportunity to Change & 1 Detention	Opportunity to Change & 1 Week Detention	Parents Notified, Opportunity to Change, 1 Week Detention & 5 Page Report	Opportunity to Change & 1 Week OSS

<b>Driving Violation</b>	Verbal Warning	Loss of Driving Privileges for 1 Week	Parents Notified & Loss of Driving Privileges for Semester	Loss of Driving Privileges for Year	N/A
<b>Forgery</b>	Parents Notified & 1 Day Detention	Parents Notified & 1 Week Detention	2 Weeks OSS	To Elders for Possible Expulsion	N/A
<b>Bullying / Substantiated Harassment / Threats</b>	Parents Notified & 1 Week Detention	2 Weeks OSS	To Elders for Possible Expulsion	N/A	N/A
<b>Pushing or Shoving Another Student</b>	Verbal Warning & 1 Day Detention	Parents Notified & 2 Days Detention	Parents Notified, 1 Week Detention & Classified as 1st Offense Bullying	2 Weeks OSS	To Elders for Possible Expulsion
<b>Belittling, Name Calling or Teasing</b>	Verbal Warning	1 Detention	1 Day Detention	2 Days Detention	Parents Notified, 1 Week Detention & Classified as 1st Offense Bullying
<b>Inappropriate Display of Affection</b>	1 Day Detention	2 Days Detention	Parents Notified & 1 Week Detention	1 Week OSS	N/A
<b>Disrespect / Insubordination / Defiance</b>	1 Day Detention	2 Days Detention	3 Days Detention & Sentences	Parents Notified, 1 Week Detention & 3 Page Report	1 Week OSS & 5 Page Report
<b>Vulgarity / Obscenity</b>	1 Detention	1 Day Detention	Parents Notified & 1 Week Detention	1 Week OSS	N/A
<b>Tardiness / Unexcused Early Release</b> ( <i>Excused Tardiness / Unexcused Early Release include a doctor's appointment with a note the following day, a funeral, or a ministry event.</i> )	Verbal Warning	Verbal Warning & Parents Notified	1 Day Unexcused Absence	N/A	N/A

<b>Unexcused Absence</b> (Excused absences include a doctor's note, a funeral, or a ministry event.)	Parents Notified	Parents Notified	1 Day Truancy Count (Note: No more than 3 per Quarter and/or 10 per school year. If a student meets or exceeds 10 unexcused days, it will result in mandatory summer school to make up days in excess of 10 to progress in grade level or graduate.)	N/A	N/A
<b>Lying</b>	1 Detention	1 Day Detention & Sentences	Parents Notified, 1 Week Detention & 3 Page Report	1 Week OSS & 5 Page Report	N/A
<b>Possession of RX Medications</b>	Parents Notified & Pickup Meds	1 Day Detention & Parents Notified/ Pickup Meds	1 Week Detention & Parents Notified/ Pickup Meds	To Elders for Possible Expulsion	N/A
<b>Possession of OTC Medications</b>	Parents Notified & Pickup Meds	Detention & Parents Notified/Pickup Meds	1 Day Detention & Parents Notified/Pickup Meds	1 Week OSS	To Elders for Possible Expulsion
<b>Sexual Harassment / Misconduct</b>	To Elders for Possible Expulsion	N/A	N/A	N/A	N/A
<b>Possession of Drug Paraphernalia</b>	To Elders for Possible Expulsion	N/A	N/A	N/A	N/A
<b>Pornography</b>	1 Week OSS	To Elders for Possible Expulsion	N/A	N/A	N/A
<b>Failure to Maintain Academic Balance</b> (Excludes excused absences, supervisor vectored agendas & case-by-case PACE failure justifications)	1 Detention	2 Detentions	1 Day Detention	2 Days Detention	1 Week Detention & No Extracurricular Activities Until Academic Balance Has Been Achieved

<b>Failure to Maintain a C+ Average</b>	No Extracurricular Activities Until C+ Average Has Been Achieved	N/A	N/A	N/A	N/A
<b>Taking a pencil to the scoring station or a Red pen to desk</b>	Student Corrects All Errors & Loses All Breaks Until Corrections are Made	Student Will Correct All Errors, lose All Breaks Until Corrections are Made & Begin Anew any PACE Having Significant Violations	PACE Confiscated & New PACE Issued	Parents Contacted, PACE Confiscated, New PACE Issued & All PACEs Audited	1 Week OSS & Fail Subject Quarter
<b>Not setting goals or unauthorized goal change</b>	1 Detention	2 Detentions	Parents Notified & 2 Detentions	Parents Notified & 1 Day Detention	1 Week OSS

Spreading any principle or belief fundamentally contrary to the Christian Faith will result in; guided counselling, guided counselling and parents notified and lastly, request student transfer and release from available position.

### **Items Forbidden at School**

In addition to those already named (nicotine, Delta 8, 9 or 10 products, weapons, drugs), the following items are forbidden at school:

- Blank, expended or live ammunition rounds
- Squirt guns, play guns, bb or pellet guns of any kind
- Firecrackers or any kind of fireworks (including lighters and matches)
- Live pets and animals
- Laser pointers
- 2-way radios
- Radios
- CD & DVD players
- Pocket knives
- Tools

Forbidden items brought to school will be confiscated and appropriate disciplinary actions taken. If returned, parents must retrieve them from the principal or dean of students. They will not be given back to the student at the end of the school day.

### **Suspension and Probation**

The purpose of discipline is “to teach”...and that is our desire in helping to mold the lives of our students. God works in our lives using the Holy Spirit to convict our hearts and lead us to a Godly repentance when we err. It is in expectation that a behavioral suspension or being placed on probation would cause the student to reflect upon the seriousness of their misbehavior and allow time for the Holy Spirit to work in their lives.

### **Suspension**

A student who is guilty of a serious infraction of the rules of Bethel Christian Academy may be given a suspension in lieu of being expelled. Depending on the seriousness of the infraction, the suspension could either be a home suspension for a length of time or an at-school suspension. If suspended at school, the student would arrive at school, but be sent to do physical labor during the school day working with a Christian adult of the same gender. The student would be required to keep up with his/her schoolwork at home, but a time would be established during the school day to allow the student to score his/her work, complete self-tests or evaluations.

If suspended, either at home or school, the student forfeits his right to attend any school events, games or sports practices. He/she may not be on the school grounds until the suspension has been fulfilled.

If a student refuses to work a suspension or his/her parents or guardians refuse to allow him/her to work the suspension he/she will be expelled. A student will be in good standing once the suspension is complete.

### **Probation**

A student, as a result of a serious behavioral infraction, may be placed on probation for a period of time (i.e., 6 months, 1 year). If placed on probation the following will occur:

1. The student and parent will be called for a conference with the principal and/or dean of students.
2. Both parent and student will sign an agreement to probation.
3. The students' behavior must remain non-problematic.
4. The Dean of students will monitor progress and check with the student periodically.
5. The student and parent will be notified in writing when the probation period is over.

Poor behavior while on probation will result in the student being expelled. Likewise, a student whose behavior warrants several probationary periods will forfeit his/her right to be a student at Bethel Christian Academy and he/she will be expelled or asked to not return for the following school year.

## **MISCELLANEOUS**

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Any BCA school event, (field trip, party, banquet, etc.) will be under the leadership of an appropriate BCA school staff member. The assistance of parents and volunteers is definitely encouraged, very necessary and greatly appreciated.

### **Field Trips**

Each learning center takes 3 or 4 field trips per school year, the purpose of which is to provide social and educational experiences outside the classroom. Students are expected to maintain the same level of discipline away from school as is required at school. Poor behavior on a field trip may prevent a student from attending further trips during the school year. Any parent or volunteer desiring to attend a field trip must contact the head teacher of the learning center to let them know they would like to assist.

Bethel Christian Academy is a small school with limited funds; therefore, there is generally some cost for the student to participate in these activities. We do our best to not overburden our parents, keeping the cost as low as possible for field trips. The expenditures are generally less for younger children and slightly higher for high school students.

### **Banquets**

Each year Bethel Christian Academy hosts a sports banquet and a spring banquet (Prom) at the end of the school year. The sports banquet is under the direction of the BCA athletic director and the senior banquet is supervised by the dean of students.

### **Etiquette**

At BCA we believe that students should show respect to their elders and those who have rule over them in the Lord. Therefore, the academy will require all students to address female staff members as Miss/Ms. and the male staff members as Mr.

### **Lunch Period**

Lunch periods are staggered and each classroom will be assigned a lunchtime at the beginning of the school year. Students will be required to bring their own lunch, which is to be eaten in the lunchroom, where microwaves are available. Eating in the classroom is not allowed. However, students are authorized to have snacks in the gymnasium.

STUDENTS ARE NOT TO LEAVE THE SCHOOL GROUNDS DURING LUNCH PERIOD.

### **Lockers / Backpacks / Purses / Duffel Bags**

The administration has the right to access and search lockers, backpacks, purses, pockets or any other personal property including vehicles brought onto school grounds for any reason deemed necessary.

### **Athletics Eligibility**

Athletic events present classic opportunities to exercise our testimony as Christians and all students are encouraged to take an active part in BCA's athletics programs. Active sports participation builds teamwork, molds character and conditions the mind as well as the body. In order to participate in athletics, our students must adhere to the following basic academic and character standards.

1. Athletes must be in academic balance.
2. Athletes desiring to participate in their sport must maintain a C+ grade average.
3. Athletes must conduct themselves in an orderly and respectful manner.
4. Athletes must show and give respect to their coaches, officials and opponents at all times.

Students whose grades fall below standard shall meet with the dean of students and the head teacher in their learning center to determine steps necessary to maintain or reach C+ average. They will review whether the student is doing his best, working to his potential, or mismanaging or wasting time in the classroom. If a student fails 2 or more PACEs below C+ they will be placed on athletic probation. During the probationary period they may not practice with the team, nor play in games or travel with the team until grades are back up to standard. Athletes may also be placed on athletic probation by their coach, athletic director or principal for unbecoming conduct or any gross misbehavior, at which time they would be suspended from playing in games for a limited time.